

# UNITED STATES COURTS, FIFTH JUDICIAL CIRCUIT



Announcement # 16-4

<b>Position Title:</b>	Chief Circuit Mediator
<b>Location:</b>	Appellate Conference Attorneys' Office, New Orleans, Louisiana
<b>Salary Range/Grade:</b>	JSP 16: \$137,659 - \$178,959.
<b>Closing Date:</b>	Applications will be considered as soon as received, and will continue to be considered until the position is filled.

## **Overview:**

The United States Court of Appeals for the Fifth Judicial Circuit solicits applications from qualified persons for the position of Chief Circuit Mediator. The Chief Circuit Mediator is a unit head and senior court manager who reports directly to the Chief Circuit Judge. The Chief Circuit Mediator supervises an office comprised of six attorneys and law graduates who undertake various functions for the court.

## **Representative Duties:**

The incumbent acts as the Senior Appellate Conference Attorney, managing the court's appellate mediation system for fully-counseled civil appeals and overseeing and guiding the other operations of the Appellate Conference program, whose attorneys are responsible for assisting the court in several areas.

These functions are as follows:

Analysis and payment of CJA vouchers submitted by counsel appointed to represent indigent criminal defendants, both in the court of appeals, and, when large amounts are involved, in the district courts. In 2015, the overall amount requested in these vouchers was more than nine million dollars.

Providing assistance with the development of budgets for major criminal cases in the district courts of the circuit as well as the court of appeals, including capital prosecutions, capital habeas matters and non-capital criminal cases expected to involve large amounts of discovery (often electronic discovery) or protracted trials.

Providing mediation services as required by the EDR policies of the courts of the circuit.

Managing the intake and providing initial analysis of complaints of judicial misconduct or disability filed pursuant to 28 U.S.C. §§ 351, as well as handling other complaints not filed pursuant to that statute.

Assisting in the resolution of attorney discipline matters involving members of the bar of the court.

Completing other special legal projects as assigned by the Chief Judge or the Court.

As one of the five unit heads of the court of appeals, the Chief Circuit Mediator also participates in making upper-level policy and management decisions involving the operations and employees of the court.

**Qualifications:**

Candidates must have a Juris Doctor from an ABA approved law school and be admitted to practice before the Supreme Court of the United States, the highest court of a state, a United States court of appeals, or a United States district court (including the district courts for Guam, the Northern Mariana Islands, and the Virgin Islands). Candidates must also have a minimum of ten years' progressively responsible experience as an attorney, including work relevant to the duties of the position, and be capable of the management of other legal professionals. Reasonable proficiency with computers will be expected, as the office does not provide secretarial assistance, and the ability to work effectively without such assistance is required.

**Application Procedure:**

Qualified candidates should apply by e-mailing a cover letter, detailed resume, salary history, e-mail address, and a daytime phone number as a single Word, .pdf, or WordPerfect document to:

[newvacancy@ca5.uscourts.gov](mailto:newvacancy@ca5.uscourts.gov)

Applications will be considered as soon as received, and will continue to be considered until the position is filled. Applicants should therefore submit applications as soon as possible.

**Information for Applicants:**

- Only qualified applicants who submit complete applications will be considered for this position.
- Applicants must be United States citizens or [otherwise eligible to work in the federal court system](#).
- The court provides reasonable accommodations to applicants with disabilities.
- Funding is not available to support interviewee travel or relocation expenses.
- The selected applicant must provide educational transcripts and may undergo a technical skills evaluation.
- A background investigation, including fingerprint and records check, will be conducted as a condition of employment.
- All employees of the Judiciary are "at will" employees in the excepted service.
- The position is subject to mandatory electronic funds transfer for payment of salary.
- The court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, or fill the position, any of which actions may occur without any prior written or other notice.
- The United States Courts, Fifth Judicial Circuit, is an Equal Opportunity Employer.

## **EMPLOYEE BENEFITS**

Employees of the United States Courts are entitled to similar benefits as other federal government employees. They are not included in the government's civil service system, however. Benefits include:

### **HEALTH INSURANCE**

Employees may participate in the Federal Employees Health Benefits Program (FEHB), and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.

### **DENTAL/VISION INSURANCE**

Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee, however, the premium is deducted on a pre-tax basis.

### **LIFE INSURANCE**

Employees may participate in the Federal Employees Group Life Insurance Program (FEGLI).

### **FLEXIBLE SPENDING ACCOUNT**

Employees may set aside pre-tax money to cover certain health care and dependent care expenses.

### **LONG-TERM CARE INSURANCE**

Employees may participate in the Federal Judiciary Group LongTerm Care Program which covers such benefits as community-based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.

### **TIME IN SERVICE**

Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.

### **RETIREMENT**

Employees contribute a portion of their salary toward a retirement plan under the Federal Employees Retirement System. Employees may also participate in a voluntary tax deferred Thrift Savings Plan [similar to "401(k)" plans]. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service.